



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
STATE PARK INTERPRETER III
DEPARTMENTAL PROMOTIONAL



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

BU42-2828

2PR09

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation		
POSITIONS EXIST	Statewide		
WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications by August 17, 2012 the final filing date. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. Applicants must have a permanent civil service appointment with the Department of Parks and Recreation <u>OR</u> must be: 1) a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990; <u>OR</u> 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code 18992, <u>OR</u> 3) a person retired from the United States military, honorably discharged from active duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991, as of the final filing date, August 17, 2012 in order to take this examination.</p>		
WHERE TO APPLY	<p>Applications (Std. Form 678) may be delivered in person or by mail. Please submit to:</p> <table><tr><td>By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-001</td><td>In person to: Department of Parks and Recreation 1416 9th Street Room 1018 (10th Floor) Sacramento, CA 95814 (916) 653-2012</td></tr></table> <p>WRITE EXAM CODE 2PR09 ON YOUR APPLICATION</p>	By mail to: Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-001	In person to: Department of Parks and Recreation 1416 9 th Street Room 1018 (10 th Floor) Sacramento, CA 95814 (916) 653-2012
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FINAL FILING DATE	Applications (Std. Form 678) must be postmarked no later than August 17, 2012 , the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.		
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during September/October 2012 .		
SALARY RANGE	\$4837 - \$5835		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.		
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by August 17, 2012, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> full time status at the State Park Interpreter III level or above may not be eligible to apply for this examination.</p>		

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**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Either I

Two years of experience in the California state service performing the duties of a District Interpretive Specialist, Exhibit Coordinator, State Archeologist II, State Historian II, State Park Interpreter II, or State Park Naturalist II, including substantial responsibility for State park interpretive programs.

Or II

Four years of experience performing the duties of a State Archeologist I, State Historian I, State Park Interpreter I, or State Park Naturalist I, including substantial responsibility for State park interpretive programs.

Or III

Experience: Five years of experience in the planning and development of natural history, museum, or historical interpretive programs, including at least two years in a supervisory or program administrative capacity.

And

Education: Equivalent to graduation from college, preferably with a degree in interpretation, social sciences, natural science, communications, or closely related field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

POSITION DESCRIPTION

A State Park Interpreter III plans, directs, and supervises the activities of a staff engaged in interpretive program activities; plans, develops, and implements statewide interpretive programs; coordinates the activities of interpretive program sections with other units in the Department; recommends policy with respect to acquisition and preservation of items of interpretive value; coordinates the Department's interpretive program with the programs of other departments; educational institutions, interpretive associations, and other agencies; supervises, trains, and evaluates the performance of subordinate staff; addresses interested groups; develops reports and other interpretive material.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

- A. Knowledge of:
1. Natural science and historical research methods and procedures, California anthropology, exhibit preparation techniques.
 2. Methods and practices of restoration, preservation, and interpretation of historical objects.
 3. Literature and publications dealing with California natural history.
 4. History of California and the historical features of the State.
 5. Principles of public administration, personnel management, supervision, and training.
 6. Department's Equal Employment Opportunity Program objectives.
 7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet those objectives.
- B. Ability to:
1. Write complete plans and specifications for specialized interpretive projects.
 2. Establish and maintain cooperative working relationships with individuals, organizations, and other agencies contacted in the course of the work.
 3. Analyze situations accurately and take an effective course of action.
 4. Communicate effectively.
 5. Supervise, train, and evaluate the work of a technical staff.
 6. Keep necessary records and prepare reports.
 7. Effectively contribute to the Department's Equal Employment Opportunity Program objectives.

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**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to travel throughout the State and to work irregular hours and weekends.

JOB CHARACTERISTICS

This is the full supervisory level within the State Park Interpreter series. Incumbents in this class will be responsible for supervising and directing a program unit within the Interpretive Services Section of the Department. This class will have statewide program responsibility within the assigned unit, to include the development of several major interpretive projects. This level is distinct from the next lower level of State Park Interpreter II which is the full journey person class. This lower level, which may act in a lead capacity, will be responsible for major interpretive project activities.

**VETERANS'
PREFERENCE CREDITS
AND CAREER CREDITS**

Veterans' preference credits and career credits are NOT granted in promotional examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-2012, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Parks and Recreation.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition, locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Examination Unit 1416 9th Street, Room 1018 Sacramento, CA 95814 or P.O. Box 94296-0001 (916) 653-2012

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)